

DOING BUSINESS WITH THE ADDICTION PREVENTION AND RECOVERY ADMINISTRATION (APRA)

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Responding to an RFA

- After an organization decides to apply for a grant in response to an RFA, the writing an application begins with the preparation of a detailed written work plan. Each work plan is unique.

Steps to writing a work plan



1. Assemble a team. Members will include a team leader, program person, personnel director and fiscal officer
2. Each team member reads the RFA
3. Team leader drafts work plan by listing all deliverables requested cross referencing it with the scoring criteria listed in the RFA

Steps to writing a work plan



4. Other team members perform quality assurance on the draft work plan to be sure that all deliverables are listed
5. The checklist in the beginning of the RFA is a good place to start in writing a work plan but is not all inclusive
6. Work plan includes identification of deliverables, staff person assigned to develop that section of the application and beginning and end dates

Steps to writing a work plan

7. The goal should be to have a completed application one week before it is due and to submit it the day before it is due. Deadlines slip.
8. Page numbering – a number should be put on each page of your application even if it is handwritten
9. Table of Contents – is the last section of the application to be completed. Make sure all page numbers on the table of contents correspond to the pages of your application

Steps to writing a work plan

10. Quality assurance – must be performed on all sections of the application by another individual in the organization.
11. Photocopying – Usually an RFA requires the submission of an original and a number of copies of the application. After photocopying the final application, two staff members sit down and turn each page of the original and the copies to assure that they are all there and are in numerical order

Administrative Review of Applications by APRA Staff

- After receipt of grant proposals, APRA assigns three staff members to review grant proposals to determine if each application meets all of the administrative criteria listed in the application.

Administrative Review of Applications by APRA Staff

Typical administrative criteria include:

1. Applicant Profile
2. Table of Contents
3. Narrative for sections not to exceed a specified page limit
4. Program Budget and Budget Narrative
5. Proposed Work Plan

Administrative Review of Applications by APRA Staff

6. Certifications and Assurances
7. Articles of Incorporation, if applicable
8. Bylaws, if applicable
9. IRS letter of non-profit corporation status, if applicable
10. List of current board of directors
11. Most recent annual audit or financial statement
12. Form 990, Return of Organization Exempt from Income Tax, if applicable

Administrative Review of Applications by APRA Staff

- 13. Proposed organization chart
- 14. Staff resumes
- 15. Job descriptions
- 16. District business license
- 17. Application deadline – was the application submitted prior to the application deadline?

Administrative Review of Applications by APRA Staff

- If the applicant fails to meet any of these administrative criteria, the application is not forwarded for review by external grant reviewers. In a recent application process, 40% of the applications failed to meet the administrative criteria.

External Grant Review Process



- APRA forwards all grants that pass the administrative review process to an outside company who hires grant reviewers who have an expertise in the subject matter of the application. External grant reviewers use a score sheet developed by APRA to review proposals.

External Grant Review Process

- The score sheet use the exact scoring criteria listed in the RFA. The reviewers give a point score based on their analysis of the quality of the applicant's response to each criteria. They also provide a listing of the strengths and weaknesses of each criterion.

External Grant Review Process



- Whether an applicant is awarded a grant or not, they should request a copy of the score sheets so they can learn how to submit better applications in the future.

APRA Performs Continuous Monitoring on Grants

- After issuing the grant awards APRA has two staff members assigned to monitor performance on each grant. One is a financial grant monitor and the other is a program staff person.

APRA Performs Continuous Monitoring on Grants

The financial grant monitor:

1. Provides technical assistance to sub-grantees
2. Reviews and approves budgets
3. Processes quarterly advances
4. Reviews quarterly expenditure reports to assure expenditures are reasonable and allocable to the budget

APRA Performs Continuous Monitoring on Grants

The program staff:

1. Provides technical assistance
2. Reviews monthly or quarterly programmatic reports to assure that the sub-grantee is meeting performance goals

Quarterly Summary Rating of Grants

On a quarterly basis the financial grant monitor and the program staff jointly complete reports for senior APRA and DOH management on each sub-grantee's performance. They use the following key criteria developed by the Mayor's Office of Partnerships and Grant Services:

- I) Financial Management
- II) Service Provision
- III) Reporting and Communication
- IV) Summary Rating

Financial Management

1. Does the sub-recipient invoice in a timely manner?
2. Accuracy and completeness of supporting documentation submitted.
3. Are the amounts invoiced reasonable based on the technical progress of the project?
4. Expenditures are in accordance with the approved budget.
5. Are the amounts and calculations on the financial summary report accurate?
6. Clarification is provided for unusual, miscellaneous or other charges
7. Expenditure activity is in compliance with applicable laws, regulations, and requirements

Service Provision

- 1.To what extent were project activities/services implemented as stated in the work plan?
- 2.Degree to which quarterly milestones are achieved?
- 3.Evidence of Effectiveness
- 4.The degree to which the project is producing the desired outcomes/processes
- 5.Quality of Deliverables

Reporting and Communication



1. Timeliness of document submission
2. Degree to which quarterly reports that are submitted and completed according to reporting guidelines
3. Degree to which grantee responds to all forms of communication in a timely manner

Summary Rating



Using the above criteria, each sub grantee is given a rating of:

1. Excellent
2. Satisfactory, or
3. Unsatisfactory

Funding Opportunities in FY 13

Grant Name: Prevention Centers – Wards 3 & 4 and Wards 7 & 8

Purpose: Provide access to substance abuse prevention by strengthening communities as places where children and youth are healthy and drug-free

Award amount: \$210,000 per year

Number of Awards: 2

Award period: Three years

RFA will be issued in 2013 and the grants will be effective on May 1, 2013

Funding Opportunities in FY 13

Grant Name: City-Wide Medical Mobile Outreach Vehicle

Purpose: Operate a medical mobile outreach vehicle to reduce the spread of substance abuse and related HIV/AIDS and infectious diseases

Award amount: \$225,000 per year

Number of Awards: 1

Award period: Three years

RFA will be issued in summer 2013 and grant will be effective on October 1, 2013

Questions



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